

### **Filing an Application for Renewal of Certificate of Authority**

Each year on or about January 15 the Alabama Department of Insurance sends a renewal package by mail. The package includes the following items and instructions:

- A checklist to guide you in the documents that will need to be filed with the Department of Insurance. As you accumulate each of the required documents, place a check mark in the box to indicate to us that document is enclosed in your submission. Return a copy of the checklist to us. We will be unable to review your renewal submission until such time as all documents have been completed in their entirety and have been filed.
- Annual Renewal Invoice that shows the total fees due for the certificate of authority and branch registrants (if any). **Do not use the renewal invoice to cancel branch registrants.**
- Annual Renewal Invoice that shows the total fees due for preneed sales agents registered under the certificate of authority. **Cancellations of sales agents should be listed on a separate sheet of paper with the agent's number and name.**
- Application for Renewal of Preneed Certificate of Authority. Certain items have already been filled in by the Department of insurance. If there have been any changes in those items (such as a change in address), note those changes on a separate sheet of paper. All questions must be answered and all appropriate required documents (such as a financial statement, statement of activities of trust and annual report for endowment care cemetery) must be filled.
- Application for Renewal of Preneed Branch Registration. Use this document only if you have branch registrants associated with the certificate holder. A separate application must be used for each branch registrant. Certain items have already been filled out by the Department of Insurance. If there have been any changes in those items, please note those changes on a separate sheet of paper.
- Annual Report for Endowment Care Fund.

All of these forms (as appropriate) and the financial statement must be returned to us by April 1 or be postmarked no later than March 31. All submissions after April 1 or postmarked after March 31 will be subject to a \$100 per day fine. If the forms and financial statement have not been received by June 1, the certificate of authority will become inactive and if you wish to write preneed contracts after June 1, you must apply for a new certificate of authority.

**NOTE:** The 2011 Renewal Package will contain Instructions for Completion of the Application for Renewal of Preneed Certificate of Authority.